



Procurement and Contracts  
Texas SmartBuy PO # 23113216  
Business Unit # 320AD  
Purchase Order # 23-0002877  
Purchase Order Change Notice (# 1)

Page: 1 of 2

Payment Terms: N/A Freight Terms: N/A Ship Via: N/A PCC: E Date: 03/07/23 PO Method: DG Dispatch: Dispatch Rev Dt: 03/07/23  
Via Print

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

**Vendor:** STAPLES PRINT SOLUTIONS  
STAPLES CONTRACT & COMMERCIAL LLC  
DBA STAPLES BUSINESS ADVANTAGE  
PO BOX 660409  
DALLAS TX 75266-0409  
United States

**Ship To:** Texas Workforce Commission  
4405 SPRINGDALE RD  
RM 274M  
AUSTIN TX 78723  
United States

**Bill To:** APPO@twc.texas.gov or

Texas Workforce Commission  
101 E 15TH ST  
RM 470  
AUSTIN TX 78778-0001  
United States

**Vendor ID:** 1043390816

**Purchaser:** Anna James

**Phone:**

**Fax:**

**Email:** anna.mccorkle@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

TXMAS-20-7502

Contact  
Marisa Acosta  
512-936-3370  
marisa.acosta@twc.texas.gov

**Ship to Comments:**

SHIP TO:  
Texas Workforce Commission  
Attn: Marisa Acosta  
4405 Springdale Rd  
Room 274M  
Austin, Texas 78723

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Sharpie Permanent Marker Fine Point Assorted Dozen (30075Pp)	620/90	2.0000	DOZ	\$9.13000	\$18.26	03/07/2023

**Schedule Total** \$18.26

**ReqID:**  
0000041342

**Item Total for Line # 1** \$18.26

Authorized Signature

*Sonya Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

**03/07/2023**

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Bostitch Ascend Desktop Stapler Full-Strip Capacity Black (B210-Blk)	605/85	5.0000	EA	\$6.99000	\$34.95	03/07/2023
						<b>Schedule Total</b>	<b>\$34.95</b>
				<b>RegID:</b>			
				0000041342			
						<b>Item Total for Line # 2</b>	<b>\$34.95</b>

<b>Total PO Amount</b>	<b>\$53.21</b>
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All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

### IMPORTANT CONDITIONS OF ORDER

This will be your authority to deliver, in accordance with instructions above and the terms of any existing contract agreement, accepted informal bid or quotation, the articles or services listed below. Containers, invoices and correspondence relative to this order must bear the purchase order number. Unless otherwise stipulated, freight charges are included in the unit price. If we previously agreed to pay transportation charges, shipments are to be made prepaid FOB destination and charges added to the invoice.

- \* PAYMENT cannot be made until ALL items on this order are received, inspected and accepted unless we previously agreed to a partial payment.  
\* ALL Invoices MUST match this PO by Line Number, Description, Quantity, Amount and include Delivery Date for Prompt Payment.  
\* Purchase subject to TWC Terms and Conditions (Attachment I).

The State of Texas is exempt from all Federal Excise Taxes.

Tax Exempt ID -742764775.

STATE and CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described on this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

**Authorized Signature**

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

03/07/2023